

LA-02-07
District Court of Maryland
GENERAL PROJECT SCOPE

August 1, 2006

The scope of this project includes the construction of a 79,700 net usable square foot facility which meets judicial space needs for providing regional District Court and related services. These services include court space for seven (7) courtrooms and court-related uses, as well as related site improvements, such as site amenities, parking, vehicular/pedestrian circulation, and utility services.

The winning proposer shall provide architectural, engineering, interior, and site improvement design services, culminating in the preparation of a construction set of documents and specifications to be used to construct this facility. The design of the facility should address, but shall not be limited to the following:

The creation of the appropriate civic presence for a District Court for the citizens of the State of Maryland.

The consideration of the logical future expansion of the facility in its initial design.

The separation of vehicular and pedestrian circulation and the separation of prisoner vehicles from both employee and public vehicles.

Provide for: parking, handicapped parking and access, delivery and service (US Mail, UPS, FEDEX), delivery of prisoners, emergency and fire apparatus access.

Adhere to programmed spatial relationships and space size requirements.

The appropriate utilization of materials and finishes which will give intrinsic value to the building, so that it may “wear well” through time and not become a maintenance burden.

Energy efficient design for a 12 month climate control and low maintenance costs.

1.0 INTERPRETATION OF REQUIREMENTS

The State of Maryland, Department of General Services Office of Real Estate (DGS) is the Client. DGS is the liaison between the winning proposer and its employees, contractors, subcontractors, vendors and the using agencies. Therefore, DGS must be satisfied that the design of the proposed improvements meet the at a minimum requirements as set forth in the Department of General Services General Performance Standards and Specifications for the State of Maryland Leased Facilities 10,000 Net Usable Square Feet and Up, Revised February 2001 and Addendum 1 to LA-02-07 any Special Requirements for this project. The purpose of this General Project Scope is to aid the proposer(s) and define uses.

2.0 OVERVIEW

In general, the winning proposer will be responsible for the design of all areas within the project's site limits which are directly impacted by the construction of the facility. The winning proposer must understand the constraints imposed by the site and deal successfully with the relationship between the building and the site. Imaginative and responsible solutions which form a cohesive, unified design within an economical and aesthetic design solution are encouraged. The critical areas to be addressed include the following:

• PARKING

- A employee parking
- B secured parking for designated employees
- C handicapped parking
- D handicapped van parking
- E secured parking for prison vans and police cars
- F public parking
- G service vehicle parking

• CIRCULATION & OPEN SPACE REQUIREMENTS

- A on-site pedestrian circulation
- B vehicular circulation & access
- C vehicular access for prisoner delivery and pickup
- D service access for deliveries
- E auto circulation to parking areas
- F passenger drop-off areas and pedestrian ways
- G accessibility for people with disabilities
- H common open spaces, courtyards, plazas and landscape buffers
- I emergency apparatus access
- J site amenities, i.e. benches, trash receptacles, cigarette urns, etc

• SPECIAL CONSTRAINTS & REQUIREMENTS

- A utility requirements/easements
- B sediment control and storm water management
- C influence or restrictions imposed by the floodplain or wetlands
- D soil must be suitable for development and economical maintenance

- **TOPOGRAPHICAL CHARACTERISTICS**

- A existing vegetation and natural landforms
- B artificial elements
- C drainage elements
- D buildable area

- **SECURITY REQUIREMENTS**

- A parking card access
- B electrically controlled door locks
- C cameras, monitors and intercoms
- D secured parking
- E vehicular sallyport
- F lighting

- **SECURED PARKING** (in addition to employee parking)

District Court: Minimum Secured Spaces - 30

2.1 DESIGNATED PARKING spaces for the employees of the facility shall be developed to meet the State's standards of one parking space for every three employees.

2.2 PARKING CONSTRAINTS- Parking areas shall be designed for safe maneuvering, maintenance, and snow removal, and should include pedestrian walkways and landscaping. Lot design should separate pedestrian and vehicular traffic in order to protect the physical safety of the pedestrian. Specifically designated parking spaces and dimensioned parking spaces (10'x20') designed in accordance with good design standards are to be located in close proximity of major access points to the building for individuals with disabilities. These should be level and clearly marked as reserved for the disabled. If the main parking facility is somewhat remote from the building, a closer, separate parking area for the disabled is to be provided. The Design Team is reminded that the ADA Regulations require at least one handicapped van parking space per facility.

2.3 PEDESTRIAN CIRCULATION - The site plan for the building shall accommodate pedestrian traffic from the individuals' parked car to the entrance of the Court House. The site plan is not to encourage people "cutting through" to get to some other destination or to scout out the contents of the cars parked on the Court House public parking lot. People other than users of this facility are to be prevented from accessing this site to the extent that it does not conflict with programming requirements for the users of this facility.

Walkways connecting accessible building entrances to parking for the disabled, off-site circulation and other facilities within the building complex must meet identified design criteria for the disabled. Stairs, curbs and excessive grades should be avoided or alternate means of movement provided. Curb cuts in accordance with current design criteria must be provided where walkways intersect roads or provide access to parking facilities. When excessive grades are encountered, ramps with level resting areas at

regular intervals are to be provided. In all emergency access areas, walkways should be 10'-0" wide and capable of supporting 25 ton emergency vehicles. Other on site walkways which do not provide access routes beneficial to emergency vehicles shall be a minimum of 6'-0" wide to permit snow plow operation.

Major points of entry to the building must be accessible for people with disabilities. All entry doors, and associated vestibule doors, affected by ADA Regulations are to be provided with push button automatic door openers. In addition, all other entry points should be accessible, if physically and economically feasible. In all cases, entry points closest to designated parking areas for people with disabilities must be designed to permit accessibility by people with disabilities. Ramps or other special features are to be integrated into the total design so as not to appear as a special conciliatory feature.

2.4 GRAPHICS - A graphic system must be included in the site design to announce the arrival to the facility, indicate parking spaces, direct people to accessible building entrances, and indicate areas such as smoking areas, etc. Signage must comply with ADA regulations.

3.0 SERVICE AREAS AND FUNCTIONAL ORGANIZATION

Building and service areas are an integral function of any facility but, they are often the source of noise and visual clutter. Therefore, the architectural design must reduce the impact of service functions from incompatible activities that are also part of the site. The following criteria should govern the design of the service area(s).

Service areas should be consolidated wherever possible so that service access points to loading/unloading zones, dumpsters, etc. can be minimized. Parking for service vehicles should be located primarily in designated service area and potentially integrated within the service zone. Access points to service areas within the building are to be located on the exterior of the building to insure ease of access by Service and Delivery personnel and the maintenance of security.

Service areas are to be screened from surrounding activity centers and pathways. Service areas should be located to avoid conflicts with pedestrian and vehicular circulation. The Design Team needs to consider the issue of security in their placement of the service area and how access to the building can be made secure and monitored.

3.1 SEPARATION OF PUBLIC AND PRIVATE AREAS - The site development should be designed so that public and private space is clearly defined. Parking areas located directly adjacent to service areas without visual separation can be a source of security problems and vehicular circulation conflict.

3.2 TRASH DUMPSTER/PAD - Trash Dumpster/Dumpster Pad shall be located adjacent to, or as part of, the receiving areas. The dumpster pads are to be located in a manner that does not distract from the aesthetic attributes of the facility and its

surrounding site, but is located relatively adjacent to the facility and in accord with the following requirements for placement and configuration. The dumpster(s) shall be accessible by building housekeepers from the receiving area.

Trash dumpster pads shall have a concrete base and apron designed to support an impact load of 25 tons. Dumpster size should be 40CY size. The pad shall have concrete filled steel bollards for protection, and centering at rear and sides as necessary. The inside distance between side bollards shall be 10'-0". In order to specify the minimum width, the specifications should include a straight path of at least 45'-0" for trash truck access.

3.3 FIRE APPARATUS ACCESSIBILITY - Access for fire apparatus is required to all buildings. Walks for fire apparatus access shall be minimum 10' wide and designed to support 25 tons.

3.4 LOADING DOCK - The loading dock should be easily accessible from the street and connect with the building services area.

3.5 LIGHTING - See specifications and Requirements for minimum standards

4.0 LANDSCAPING

4.1 PLANTING CONCEPTS - Design efforts should take into account the appropriateness of planting concepts in their relationship to the architectural statement made by the Court House. Every opportunity should be taken to emphasize or take advantage of natural features and natural placement of planting material.

4.2 SELECTION CRITERIA

4.2.A Low Maintenance: Selection of plants should be restricted to those which have already proven themselves hardy and easily cared for in this area. Selection shall take into account the pruning, feeding, raking, mulching, thinning, (particularly bulb removal, separation and replanting) so as to minimize future maintenance costs for DGS personnel and their subcontractors.

4.2.B Consideration of Seasons: To ensure year-round interest and beauty, a skeletal planting of evergreen trees and major shrubs of seasonal interest should be used in each project so that the design does not disintegrate at leaf-fall.

4.2.C Flowering Specimens: Native flowering trees should be planted in groves placed near areas of pedestrian use. Whenever possible, larger specimens should be selected in order to create an immediate effect at major points in the design. Smaller plantings may be used in peripheral areas.

4.2.D Placement: Planting areas shall be in sufficient quantities and be used to create a visual impact. Groupings of trees should contain no fewer than three (3) trees per group. A variety of plant species shall be used to ensure horticultural

diversity. Native species are encouraged. Shrub plantings, if used, should be in quantity. Ground cover should be placed wherever applicable to reduce maintenance, divert pedestrian traffic, and provide a pleasant contrast to adjacent surfaces. Flowering bulbs can be planted in naturalized drifts for color within the ground cover. The planting of bulbs within grass area should be avoided.

4.2.E Insect and Disease Resistance: Plant and landscaping materials shall be selected for their resistance to disease and insect infestation.

5.0 BUILDING PERFORMANCE CRITERIA

5.1. THERMAL AND HUMIDITY CONTROL, HVAC - Within the envelope of the building, a thermal environment will be created, keeping in mind the research which discovered that human productivity reaches a peak within a narrow temperature range. Because of this, and the year round use of the building, it is imperative that the facilities be designed for full environmental consideration within the context of energy efficiency. "Environmental consideration" is used here to include all aspects of conditioning the air, including heating, cooling, ventilation, air exchanges, and humidity control.

The primary objective in providing optional thermal environment is the control of under and over heating, and the maintenance throughout the year of minimum variation of temperature.

5.1.A CONTROLS which are simple, adequate and zoned to accommodate areas opened at a variety of times. Both environmental needs and energy conservation must be considered.

5.1.B ACCESSIBILITY - All mechanical equipment rooms must be accessible from public corridors and shall not require access through private and secure spaces. Mechanical spaces which allow access from the exterior into the remainder of the building should be avoided. Particular concern is the access to the equipment located above ceilings.

It is preferred that mechanical equipment be located within the building or within a mechanical equipment penthouse. If mechanical equipment is located on the roof or is free-standing on the site, it shall be effectively screened from view by means fully compatible with the architecture. Mechanical equipment shall be screened from view from all roads and immediately adjacent structures (existing or future) four (4) stories in height or less. Required flues or vents shall be compatible in design with the architecture and preferably incorporated into that design.

5.1.C FLEXIBILITY AND ACCESSIBILITY - The mechanical systems must be flexible, allowing for changes in space configuration in the future, without major modification to the mechanical systems. The design will ensure

accessibility for its maintenance, repair, removal and replacement with minimal effort. It is important the interior design of the building provides for future flexibility/capability to erect or rearrange partitions and space without the need to redesign HVAC systems.

5.1.D ZONING - HVAC shall be zoned with sufficient number of individually controlled air handlers to provide maximum flexibility in the functional use of the building. Also the systems shall be designed for energy efficient operation incorporating energy conservation techniques such as heat recovery, free cooling, etc.

Specifically, each of the court rooms shall have individual controls for temperature and fan. Areas containing offices will have separate controls for temperature and fan so as to aid in the comfort of the employees. Public areas such as the court room, lobby area (or any other area where the quantity of people can vary during the course of daily operation) will have separate controls for temperature and fan from those adjoining courtrooms or offices. Each of the judges' chambers will have separate temperature and fan controls. Those areas of the building which will operate on a 24 hour basis (such as the Commissioner's Offices) will have separate HVAC systems and controls.

5.1.E FLOOR DRAINS - Drains shall be required in all mechanical rooms, all public restrooms, detention cells, holding cells, isolation cells and detention corridors where prisoners may congregate (for example, in queuing up having just left a prison van or being unchained and entering a cell), in basement areas and in depressed slabs, with safeguards to prevent backflows and flooding.

5.1.F RETURN AIR - Return air of HVAC systems, particularly on the top floor, is preferred to be ducted back to the air handling units.

5.1.G EMERGENCY POWER - A three phase, 60 Hertz emergency power generator shall be provided for emergency telephone service, fire alarm system, security system, egress and emergency (life safety) lighting in courtrooms, holding and detention cell areas, all corridors, vestibules and stairwells, and critical equipment, as well as for mechanical equipment which could cause catastrophic losses if power was interrupted (i.e. sump pumps, pipe heaters, etc.) and for all other spaces as designated. Emergency lighting shall also be provided in major mechanical and electrical spaces to permit emergency equipment inspection and in occupied spaces as required (especially windowless spaces) to permit safe evacuation of the building. Voltage output and control of emergency generator shall be determined by the Design Team. Fuel to power the generator drive shall be selected on the basis of cost and site availability with a preference for natural gas followed by fuel oil and propane gas.

5.2. FLOOR SURFACES APPROPRIATE TO THE FUNCTION OF THE SPACE - Surface materials shall be selected to respond to maintenance needs as well as to the functional and acoustical needs of the spaces. Materials shall generally be long-lasting and easily cleaned. It is well recognized that carpeting is of assistance in the control of sound and environment, and should be specified in those areas where acoustical needs and comfort are essential. Although carpet may be specified for all assignable space, the designer must be aware of potential maintenance problems, and must take special notice of requirements for change in texture of floor surface where potential dangers to the visually handicapped exist. The minimum specifications for any carpet used shall include the performance requirements contained in the *General Specifications and Requirements* for

5.3. CIRCULATION PATTERNS AND SECURITY REQUIREMENTS WITHIN THE STRUCTURE - In the overall design, careful attention shall be paid to the circulation patterns and providing a separated, safe and secure environment for judges, staff and the public. In addition, the relative sizes of the horizontal circulation elements (lobbies and corridors) shall be appropriate to those areas directly served, and to the movement of persons from one area to another. These elements shall be designed with due consideration to the ratio of net assignable square feet to gross square feet.

5.3.1 SECURITY CLASSIFICATIONS -

4.3.1.A First, judges require a separate, secured entrance to the building through the secured parking area (coiling door must accommodate a 4X4, 3/4 ton Chevrolet Suburban). Within the building, a separate circulation system will provide access to the judge's administration area, judges' chambers and private toilets, and court rooms and include an elevator for exclusive use of judges. The judges' facilities must be accessible at all times including nights and weekends when the remainder of the facility may be closed.

5.3.1.B Second, access by the general public is limited to lobbies (building lobby, court room lobbies and commissioner's office lobby) public stair, clerk's counter, cashier's counter, courtrooms and public restrooms. The public shall be prevented from accessing judges chambers and administration areas, clerk's areas, inside the commissioner's offices, the interview rooms, all cells, the sallyport area, DGS areas, all maintenance and furnace rooms.

5.3.1.C Third, prisoners are received into a secure sallyport through a 10' high and 10' wide coiling door. Upon the securing of the sallyport the prisoners move into a receiving area adjacent to holding cells. From there they are locked-up in the holding cells. This entire process is viewed by sheriff personnel from a secured security room, which has direct visual communication into all cells. Prison circulation within the court house will be kept separate. A separate elevator and stair shall be provided for the exclusive use of prisoner transport to holding cells near the courtrooms. Prisoners shall enter the court room using doorways exclusively designated for prisoners.

5.3.2 ADDITIONAL SECURITY CRITERIA -

5.3.2.A As required, all entrances are to have an alarm system connected to the Security Control System. Each exterior door should be equipped with

either an alarm, a card reader, electric locks, or other devices acceptable to the users. After working hours, access shall be controlled by a computer-coded card.

5.3.2.B All exterior doors which are designated "EXIT ONLY" should be installed without hardware on the exterior and alarmed.

5.3.2.C Emergency exits required by code should be supplied without exterior hardware and should be supplied with an automatic door closer as well as with an alarmed panic device with local and remote annunciating capability.

5.3.2.D New or expanded stairwells and elevators must utilize public spaces for access and egress. Elevators or stairwells should not allow access directly into private office areas which would jeopardize security to the area.

5.3.2.E Sallyport, service and rear entry doors are to be as entry-proof as possible. They should be constructed of heavy-duty construction with locking systems which provide an appropriate degree of security.

5.3.2.F An intrusion alarm and closed circuit television monitoring system to augment building security shall be coordinated with the users and the design of an acceptable system will be the responsibility of the Design Team.

5.3.2.G As required, interior entrances into departments are to have an alarm system connected to the Security Control System. Doors should be equipped with either an alarm, a card reader, electric locks, or other devices acceptable to the users. After working hours, access shall be controlled by a computer-coded card.

- 5.4 ACOUSTICAL PROPERTIES AND SOUND ATTENUATION OF EACH FUNCTION/SPACE - Each space in this project shall be designed to provide optimal hearing conditions within the space, with consideration given to the preclusion of unwanted sounds from entering the space. Spaces that will contain noise generating sources shall be designed away from spaces requiring quiet, or shall be adequately isolated acoustically. Consideration shall be given to the transmission of sound through a ceiling, or through the mechanical system, or over a partition that does not extend tight to the underside of the structure above.

Sound abatement is an important consideration in the design of the project. The design of the facility must ensure that all offices, courtrooms and special areas will be insulated from unreasonable outside sources of noise. Mechanical and electrical rooms, and other major noise and vibration sources, (including noise generated by vehicular traffic) should be separated from spaces that would be sensitive to such intrusion. Whenever possible, walls should extend to the slab above, other interstitial spaces should be closed, and penetration of utilities should be sealed to provide the desired acoustic isolation. The HVAC system should use ducted returns. Relative to sound attenuation, plenum returns are undesirable. Mechanical and electrical rooms are to be constructed of masonry walls

with slab-to-slab construction in addition to high use, security and below grade space, toilet rooms and custodial rooms. Wall partitions must be sealed at window mullions to minimize the transfer of sound.

In addition, the design determine anticipated noise levels that will be generated by equipment and occupants of the building and specifying sound transmission coefficients (STC's) of walls, floors and other elements of enclosure needed to maintain acceptable noise levels. The noise levels within a space should not exceed 40dB for courtrooms, judges chambers, executive offices and conference rooms, and 45dB for general offices. The minimum Sound Transmission Coefficient (STC) (measured with doors closed) levels must be 45 STC between offices and adjacent dissimilar spaces.

- 5.5 DESIGNATION OF A DELIVERY ENTRANCE AND REFUSE REMOVAL AREA -
The need for delivery of materials and the removal of wastes from the building dictates that consideration be given to designation of a delivery entrance with a loading dock, separate and removed from the principal access of the building, and for the location of dumpster where it can be readily collected and screened.

6.0 PROPOSED SPACE DESCRIPTION

6.1. DISTRICT COURT OF MARYLAND - The District Court of Maryland has jurisdiction in both criminal (including motor vehicle) and civil areas. The exclusive jurisdiction of the District Court generally includes all landlord/tenant cases; replevin actions; motor vehicle violations; criminal cases if the penalty is less than three years imprisonment or does not exceed a fine of \$2,500, or both; and civil cases involving amounts not exceeding \$2,500. It has concurrent jurisdiction with the Circuit Courts in cases over \$2,500 (but not exceeding \$25,000) and concurrent jurisdiction in misdemeanors and certain enumerated felonies. Since there are no juries provided in the District Court, a person entitled to and electing a jury trial must proceed to the Circuit Court.

The Chief Judge is the administrative head of the Court and appoints administrative judges for each of the twelve districts, subject to the approval of the Chief Judge of the Court of Appeals. A chief clerk of the Court is appointed by the Chief Judge as are administrative clerks for each district, and district commissioners who issue arrest warrants and set bail or collateral.

The major space needs for the Judiciary include:

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|--------------------------------------|-----------------------|
| * 7 Courtrooms | * Judge's Library |
| * 7 Judges' Chambers | * Records Room |
| * Administrative Clerk Office | * Detention Area |
| * District Court County Clerk Office | * Advocate Groups |
| * General Public Waiting Area | * Multi-Use Areas |
| * Police Liaison Room | * Support Space |
| * Conference Rooms | * Commissioner's Area |
| * Offices for Court Clerks, Bailiffs | |

and other personnel

6.1.1. Lobbies - the main lobby entrance to the Courthouse serves both as a functional and symbolic purpose. It needs to handle large numbers of people, especially during early hours when most people are reporting to Court. Sufficient area should be provided for the metal detector and x-ray machine and the queuing of people without having them wait outside in inclement weather. The main lobby should convey an image of importance in a dignified setting. The secondary lobby entrance is to provide access to the State agencies occupying space in the facility. The third and smallest lobby is for the twenty-four hour operation of the District Court Commissioner. All lobbies shall be designed to accommodate the use of metal detectors.

6.1.2. Public Restrooms -Court facilities require an adequate number of public restrooms. Proper signage for the restrooms is critical. Men's and Women's restrooms should be grouped together, with the largest bank located on the main floor. Smaller banks should be located on the Court floor, and where office functions exist. All public restrooms shall be equipped with baby changing tables.

6.2. SPACE REQUIREMENTS: SEE ATTACHED EXHIBIT "A"

7. SPATIAL CHARACTERISTICS

The following description of spatial characteristics has been compiled for the major programmed spaces in the entire series of District Courts and District Court/Multi-Service Centers and is presented herewith as a general design guide.

7.1 GENERAL BUILDING LAYOUT - The clerical staff shall be located so that they have limited access to the public with the exception of the public and cashier counters. The public will have no direct contact with the clerical staff. The conference room should be located so that it can be used by court personnel without traversing the public area. The public waiting area shall be so located that the people shall be distributed among the seven (7) courtrooms. Rest rooms shall be divided into three (3) categories:

- a. Public Rest Rooms: Each public restroom shall be furnished with a baby-changing table.
- b. Staff Rest Rooms
- c. Judge's chamber, none of which will be used by others.

The lock-up should be so located so that prisoners shall be brought to the courtrooms without having to cross any corridor. Holding cells will be necessary off the courtrooms.

7.2 FURNITURE AND EQUIPMENT -

7.2.1 SPECIAL EQUIPMENT (**EXCESS FIT UP**)

- (a) Judge's benches (Bullet resistant)
- (b) Public seating in the courtroom (minimum:100)
- (c) Public seating in the waiting area
- (d) Special bulletin boards to hold the dockets and the building directory

7.3 COURT ROOMS - The courtroom environment should combine several features to give it the requisite air of dignity and respect, combined with functional suitability for its intended use, throughout its life. For the design to be successful, neither aesthetic nor functional features should obviously dominate. Acoustics of the room must provide enough reverberation to reinforce lifelike and comprehensible speech sounds and amplification as necessary. The layout of the courtrooms should be such that judges can reach the courtroom without having to enter the public waiting area or the clerk's work area.

Each court room has a vestibule. The depth of the vestibule shall be only deep enough to provide the area for the swinging to the two paired doors into the Court Room. Additional depth in this space only encourages last-minute attorney conferences. The intention of the vestibule is to provide a sound lock from the Public Lobby for the Judges.

The judge's dias should be 2 steps up from the floor and the front shall contain Level II bullet resistant material. The clerk's station should be at the floor level. At least one courtroom should be adaptable to provide a lift at the judge's dias for a judge with physical disabilities.

Lighting should be relatively uniform and un-dramatic; courtrooms are not theaters but examples of participatory citizenship and government. Light levels should be ample for reading and examining exhibits at the judge's bench, witness stand, attorney's table, and elsewhere in the judicial area. Courtrooms used for proceedings with high volumes of short-duration matters, typical of motor vehicle caseloads, are particularly sensitive to a uniform and glare-free illumination throughout the space.

Appearance and ambiance should be not be oppressive, dominant, or monotonous. General finishes should not be gloomy or institutional. Bright or dramatic wall colors are not suited to the emotional content of court proceedings and are liable to be outmoded in a short time. Courtroom furnishings should combine simplicity with long-wearing properties and comfort. A courtroom is an example of government's home into which citizens are invited. Respect for the institution is influenced by the institution's respect for its citizens.

Each courtroom must be zoned from the rest of the building to accommodate large or small crowds. Thermal control should maintain comfortable temperature and humidity levels without being soporific. Outside noise generally forbids the opening of windows so adequate ventilation must be provided by other means. Noise levels from blowers, fans, or air conditioning equipment must not be noticeable, nor shall vibrations from building equipment. Maintenance is of primary concern. All materials and finishes should be chosen with consideration of the ease of cleaning and upkeep. Lighting equipment should be standard and installed for easy replacement of lamps.

Acoustic isolation is necessary between courtrooms and public corridors, holding cells and around jury deliberation rooms. Courtroom public entry doors should include sound locks. Courtroom layout should reflect the type of proceedings held there; high volume motor vehicle cases and short-duration criminal cases as well as civil trials that can last a full day. There should be at least one (1) courtroom large enough to receive a jury box of seven (7) jurors. The flow of participants from the public waiting area, into the courtroom spectator area, to the judicial area, and out to the cashier's counter or public area must be accommodated by the plan. The judicial area should be large enough to discourage any air of intimacy between participants while the spectator area should be an easy and unobstructed view of all proceedings.

Public waiting spaces outside the courtrooms are intended to hold spectators and participants until it is feasible for them to enter courtrooms. This area should include public seating. Spectator seating of about 100 persons capacity should provide a waiting period in court of at least 60 minutes for a typical proceeding.

7.4 JUDGE'S CHAMBERS – Judge's chambers include space for several functions and emphasize privacy and acoustical isolated from the other offices. Circulation between chambers and courtrooms is private and connects all chambers to all courtrooms so that any judge can easily and privately have access to any courtroom. The private corridor must have a separate private entrance to the courthouse. The chambers are private working areas, suitable for judicial research, and are used for judicial proceedings such as pre-trial conferences, plea negotiations, and small hearings at the judges' discretion. The entrance to the chambers must be equipped with a security keypad or similar locking system. Each chamber shall be provided with a private toilet and closet and a built-in bookcase. The layout of the judge's chambers should be such that the judges can reach their offices without having to enter the public waiting area or clerk's work area.

Environmental conditions are similar to those of executive offices. Reading, writing, and quiet conversation are typical and require suitable acoustic, lighting, and thermal conditions. Temperature controls should be provided because chambers may be in use on days and at hours when court is not in session.

A secretarial-reception area will be provided for the judge's chambers. This area should have direct and easy access to all judge's chambers. The judge's chambers area should be accessible through a hallway from the public lobby. Access should be controlled by the use of an audio, visual intercom device and an electronic door release from the secretarial/reception area. District Court Judges' offices will be furnished with executive desks and chairs, side chairs,

built-in bookcase (nine lineal feet) additional work surfaces, and side chairs. If possible, chambers should be on outside walls and have windows; however, security requirements dictate that there be no direct vision into the offices.

7.5 PUBLIC COUNTER/CASHIER'S COUNTERS

7.5.1 The Public counter shall be adjacent to the public waiting area and accessed through double glass doors off the main lobby. The counter shall be highly visible and large enough to accommodate present and future needs. The Public Counter shall be designed in such a way that a physical barrier exists between the public and the employee side that makes it difficult for unauthorized entry. The counter shall be at stand up height on both sides. There shall be sufficient space for computers, keyboards, printers, and forms. There shall be a public waiting area adjacent to the counter where the public wait for assistance and to transact business. There shall be signs and instructional material for the hearing impaired. Provision shall be made for video display terminals with instructional tapes. A brochure/pamphlet public information area shall be available on the customer side of the counter. Wall -mounted counters shall be installed for the public to enable the public to complete necessary forms. A small area shall be provided for children to play while the adult transacts business. The play area shall be within site of transaction area. Computer terminals and video display monitors will provide case status information and instructions regarding the filing of cases. At least one section of the counter shall be lowered to serve the needs of persons with disabilities. The layout of clerk's office shall permit other clerks in the office to observe the counter and provide assistance. Active files shall be within easy access to the counter.

7.5.2 The Cashier's counters shall be located off of the waiting area near the public counter. The counter shall enable the queuing of individuals to pay fees and fines. The counter shall be designed in such a way that a physical barrier exists between the public and the cashier side that makes it difficult for unauthorized entry. The counter shall allow the cashier to be seated on a stool on one side, while the customer stands on the opposite side. The public side of the counter shall contain a twelve inch ledge to enable the public to complete forms and write checks. Each cashier station includes computer terminals, cash registers, validation printer, laser printer, data links with the courtroom printer, time date machine, credit card machine and copier, and a small copier. Most of the electrical outlets for this equipment should be dedicated. The equipment shall be situated completely out of reach from the public but convenient enough for the cashier to process transactions. Due to the high number of equipment requirements, the area requires additional H.V.A.C. requirements. At least one section of the counter shall be lowered to serve the needs of persons with disabilities. The counter shall be segregated from the clerk's office so the public can not see other clerks working in the area.

7.5.3 MULTI-USE AREAS - Court facilities should be planned with space to serve as multi-use areas. The larger of such rooms should accommodate approximately thirty persons in a classroom type setting and the smaller room should comfortably accommodate seven persons to be seated around a conference table. Both rooms should be provided with private toilets and clothes closets, and the larger of the two rooms should include a lounge area suitable for beverage and food facilities. Lighting levels should be ample for reading and writing; windows

are desirable but direct viewing or the possibility of interference from the outside is unacceptable; acoustic insulation for general noise reduction is needed; the smaller meeting room should contain conduit for future wiring to accommodate an electric signaling system connected to the courtroom designated for future jury use. The two rooms should connect directly to the private corridor to a designated courtroom without crossing any public corridors, stairs or elevators. Design of these rooms should be such that they can be used for clerical and judicial meetings and training rooms, until and after they may be developed into active jury assembly and deliberation space.

7.5.4 DETENTION AREA - The design of the Detention area should be coordinated with the local Sheriff's Department.

The design shall not propose any space layout within the detention areas of the Court House which are "L", "T", or any other irregular shape, as straight line visibility for Sheriff and Security personnel and cameras is essential to detention area operation and security.

Detention space is required to hold detainees in custody, securely and safely while in court. At least three (3) separate facilities are needed, including detention facility type toilets; one (1) for males, one (1) for females and one (1) for any special problems, i.e. mental health cases, unruly and disturbing persons, etc. Direct lines of sight should be avoided between the male and female holding areas. If future assignments are made for juveniles cases to District Court, any need for juvenile holding spaces can be satisfied by using either of the adult facilities according to a schedule which does not require criminal and juvenile cases to be heard in the same session.

Movement of detainees, under escort, between detention and courtroom spaces, will be by secured, separated corridors, stairs, and elevators which do not cross or connect with any other circulation system in the facility. The secure circulation system should be as short as possible. Access to a secure entry point (Sallyport) for transportation should be part of the secure circulation system. The holding cells can be located on courtroom floors or in the basement.

Design characteristics and materials for detention spaces should conform, generally, to standards for short-term detention spaces in detention facilities such as jails. Benches should be provided, rather than bunks. Major requirements include visibility, security and ease of supervision. Acoustic isolation is necessary to a degree depending on how close detention spaces are to courtrooms or public areas.

Detention cells shall be designed so that males cannot see or hear females. All cells shall be in complete view of the security or sheriff personnel at all times. Prisoners may be handcuffed to restraining devices, seated on secured benches, and unable to stand up and circulate around the cell. (Design of this space will be coordinated with the local Sheriff's department).

Courtroom holding cells shall be designed so that males can not see females. All cells shall be in complete view of the security or sheriff personnel at all times. Each holding cell should serve all courtrooms and be accessible to the secure elevator corridor and lobby. The Design Team should provide a sallyport area with gun cabinets between each secure elevator lobby and courtrooms.

Isolation cells shall be designed so that males cannot see females. All cells shall be in complete view of the sheriff or security personnel at all times.

Secure interview facilities for attorneys and their detained clients are needed in the detention area. These will be spaces which will provide privacy but capable of being monitored from outside the interview spaces. The location should be convenient to courtrooms but a choice will depend on the plan of the facility. Space for one (1) attorney and one (1) client is required. A booth can be built into one (1) wall of the holding cell, using security glass panels inside the cell, and a secured window to the attorney's side.

The interview rooms shall be accessible from the detention side and from the attorney side. Communication will occur through a glass partition using a telephone by the attorney and a wall mounted speaker box for the prisoner. No materials whatsoever shall pass through the glass separation. A built-in counter shall be provided on the attorney side. The prisoner shall be in complete view by the security or sheriff personnel at all times. Prisoner seating shall be anchored to the floor.

The Security Office with toilet room should be adjacent to the Male/Female detention areas. The area should provide gun cabinets for the officers. This room shall be located to visually supervise the detention cells, corridors and main doors, and the sallyport.

The sallyport should accommodate a bus and be secured by a controlled roll-down coiling door 10' wide and 10' high which is able to handle a Ford F-350, 15 passenger van with roof modifications. There will also be a separate 3'-0" x 6' - 8" door from the exterior to the sallyport in the event that there is a problem with the operation of the coiling door. This separate door has no exterior hardware from which one could gain access. All sallyport doors are monitored by an Audio/Video/Intercom system, operated from the Control Room with an interlock and sequencing feature. Upon the securing of the sallyport the prisoners move into a Receiving Area adjacent to the Holding Cells. From there they are locked-up into the holding cells. The finishes within this room must be very durable as this room sees abusive use. The floor of the sallyport shall be sloped at the rate of 1/4" per foot to allow for the drainage of liquids to the coiling door sill and the outdoors. The elevation of the floor must be 4" below that of the Receiving Area.

7.5.5 COMMISSIONER'S AREA - Twenty-four hour access is required without violating the rest of the Court House security. Commissioner's areas require office space, reception area, storage areas for supplies and recorders, separate and private staff toilets as well as access to public toilet facilities. During regular operating hours, the area is accessed through the third entrance of the building. However, this area, including public toilets, must be accessed through the after-hours lobby and secured from the balance of the Court House. The Commissioner's lobby shall be secure, well lit, and electronically controlled with an audio/ video intercom system for identification and controlling access, using electronic door releases. A completely separate entrance through which police officers can bring detainees is preferable and the waiting area for prisoners waiting to see the Commissioner must be separate from the citizens' waiting area. It is also preferred that the Commissioner's office have a public side and detainee side. The Commissioners must have full view of the reception/waiting area. The public side shall be

designed in such a way that the area is user friendly and open to the public using the office; however, the design needs to address commissioner safety by designing a service counter that acts as a non-obtrusive physical barrier existing between the public and employee side that makes it difficult for unauthorized entry. The counters shall be stand up height at the public side and without a glass partition and pass-through and sit down at the detention side, with a glass partition and pass-through. The detention side must also contain a voice control area in the partition and the ability to have the defendant use the language interpreter telephone system. Commissioners' office areas require work space for computer work stations with laser printers as well as space for additional paper work areas, clients, and law enforcement officers. The office must have space for and wiring for the computer, a facsimile device, a laser printer, a copier and a credit card reader. The balance of their area shall conform to that of the Executive offices. The Commissioner's area must be a totally self sustained area with electrical, heating, ventilation, and air-conditioning systems in continuous use.

The Commissioners shall be protected on the detention side with a wall with glass at each of the two built-in counters. Here the seating is fixed and the prisoner is restrained.

7.5.6 ANCILLARY SPACES - The States Attorney would use the offices for preparation, including interviewing witnesses, and require privacy and suitable lighting, acoustic and thermal treatment. They will be finished to accommodate one (1) official and three (3) or four (4) visitors.

7.5.7 GENERAL OFFICE ENVIRONMENT - General offices will usually be open spaces but can be planned with office landscape methods. Lighting must be uniform and of a level ample for reading, filing, typing copying, using computers and other close work. Acoustic insulation and sound reduction are necessary to reduce the overall noise level from typewriters and other equipment.

In a court building with two (2) or more courtrooms, the library/conference area for the Judges and conference rooms for the facility must be separate entities. Attorney offices should be designed to insure confidentiality during attorney-client meetings. Windows are not needed, but lighting should be uniform, glare-free, and at a level adequate for the intense reading and writing. Acoustics and ventilation should be planned around meetings of large groups, perhaps fifteen (15) persons.

Most conference rooms, especially those used by caseworkers, should be quite flexible in furniture arrangements to allow for formal training sessions as well as group counseling and informal conference sessions. Furniture to be furnished by the using agency except that all bookcases in the library should be built-in. Telephone services will be needed, coordinated electrical and computers needs should be preplanned and independent lighting and thermal controls should be provided to allow for independent lighting and thermal controls should be provided to allow for independent after-hour operations. In addition to these requirements, there is a requirement for separate and private toilet facilities for the District Court and other agency employees. These toilets must be within the confines of the agency's area and secure from the general public. Within general work spaces, there should be, wherever possible, several storage spaces for equipment, case files, records and supplies.

7.5.8 STAFF REST ROOMS - Because of the nature of the Court related activities and the requirement to restrict access to the general administrative areas and other Court related areas, it is necessary that staff toilet facilities be made available within the District Court area of responsibility. These facilities should be designed so that the ratio is 20/25% male to 75/80% female, which reflects the normal employment staffing in order to maintain an efficient operation. Public toilets would still be covered using the standards established by the plumbing code.

7.5.9 SPECIAL REQUIREMENTS

7.5.9.A COMPUTERIZATION -With the advent and utilization of advanced technology and networking of the computer system within the Judiciary and the requirements that the low voltage wiring for the same be installed by a licensed electrician, the A/E shall, as part of the design, coordinate and make part of the contract requirements the layout and wiring of the computer system. Consideration should be given to install raised flooring in courtrooms and/or clerical offices to accommodate future advances in technology equipment. In addition, there is a requirement for a climate controlled shared computer area for computer controllers, equipment and related wiring for all tenant agencies, with caged compartments to separate and secure each agencies equipment. Data wiring shall be provided by Judicial Information Systems (JIS) for each of the District Court PC installation and for the JIS wide area equipment. All data wiring will terminate at the same closet on a 568b standard cat5 patch panel. Sufficient cat5 cabling shall be provided to allow extension of JIS frame relay demarc to each District Court data device for connection to dsu/csu.

7.5.9.B DEDICATED CIRCUITS -There is a requirement to have dedicated electrical circuits to all computer stations, copiers, cash registers and to the court recording systems in the courtrooms as well as work areas. The electrical requirements for the District Court computer system shall be coordinated with the Judiciary's Information Systems (JIS). One 120 volt/20 amp dedicated circuit with isolated ground shall be provided for District Court PC use. There will be no more than four PC setups per circuit.

Additional "house" circuits shall be installed to support non-computer devices at all District Court locations, as required.

7.5.9.C EMERGENCY ELECTRIC POWER -There must be available emergency electric power to provide power, at a minimum, to the dedicated circuits throughout the complex and lighting to those areas that would otherwise be totally dark, especially to those areas serving the District Court.

7.5.9.D DISTRICT COURT FILE STORAGE - Because of the unique nature and the legal requirements, the Courts are required to maintain and have available case files for long periods of time at the Court locations. This creates a tremendous requirement for large, efficient, and practical file storage spaces. The A/E shall design the storage area with the requirements of maximum usage and the potential use of the most modern and efficient high density mobile storage and retrieval file systems, thereby allowing the Courts to maintain the maximum amount

of case files in a safe, efficient, and practical manner. This requirement is a necessity whether the area is on the lower floor (ground floor) or the upper floors. The file storage system is designed by a vendor; the Design Team will incorporate the file storage layout into the bid documents. The high density file storage system has a higher PSF loading requirement than the design loads for the rest of the building. This room is staffed, therefore, requires maximum HVAC capacity. The Design Team shall take this into account when designing the structure.

7.5.9.E COURT SOUND & RECORDING SYSTEMS - Courtroom sound system should be such that it interfaces with the recording system furnished by the Courts and should be so designed that the microphone system can be wired directly to both the sound system, the recording system, and the video bail system. Microphones are required at the Judges' bench, witness stand, and the two (2) attorney's tables. Speakers and control equipment must be located as not to cause feedback to the equipment. This equipment is highly sensitive to sound of all kinds and thus special care must be taken as to the location of equipment such as registers and diffusers and other sound producing items. Floor boxes should be installed in the floor for microphones in courtrooms areas with the wiring running under the floor to the recorders, sound systems and bar coding equipment. The sound and recording systems are designed by a vendor; the Design Team will incorporate the sound and recording system into the bid documents.

7.5.9.F SECURITY SYSTEM - Security is paramount within the District Court. Every means should be employed to maximize security by laying out the offices and the courtrooms such that the judges can reach the courtrooms without having to enter the public waiting areas, clerk's area, or the detention/holding areas. Clerical staff shall be located so that they have limited access to the public with the exception of the cashier. The public will have no direct contact with the clerical staff. The conference room should be located so that it can be used by court personnel without traversing the public area. The public waiting area should be so located that the people shall be distributed among the courtrooms.

Locks, pass buttons, or access cards, shall be provided to secure judge's area and the clerk's area from the public.

The lobby area shall be adequately sized and configured to accommodate the use of an electronic metal scanner and x-ray equipment. Electric outlets should be properly placed in the floor to service electricity to the scanner and other equipment.

Surveillance cameras should be placed at the main entrance, after hours lobby entrance, and the designated locations on the exterior of the building and parking lot. Monitors should be placed at the security desk.

7.5.9.G PANIC BUTTONS - Panic buttons will be required at designated points throughout the District Court and, if applicable, other specified agencies. The annunciator panel should be placed at the security desk. The panic button system is designed by a vendor; the Design Team will incorporate panic button locations into the bid documents.

7.5.9.H COURTROOM VIDEO SYSTEM - Conduits should be built into every courtroom for installation of a video bail review system for connection to the local detention center if

instituted by the local government. Monitors should be placed in every courtroom in order to provide the ability to play video tapes introduced as evidence during trials.